

**DRAFT**  
**MIDDLE PENINSULA-NORTHERN NECK**  
**LOCAL HUMAN RIGHTS COMMITTEE**  
**MINUTES OF JULY 23, 2012**

Chairman Alice Coates called the regular meeting of the Middle Peninsula-Northern Neck Local Human Rights Committee to order at 1:00 p.m. on July 23, 2012 at The Brambles Day Support offices in Mathews, Virginia. Committee members present were: Alice Coates, Claudette Henderson, Robin Wyatt, and Kathy Powell. Agency representatives included: Athena Neblitt – Bridges Outpatient, Jack Gronewald – Bridges Inpatient, David Banks – Brothers' Keeper, Michael Simon –Empowering Youth for Positive Change, Kristie McDowell and Mary Hayden – Heart Haven, Joanne Brown – Middle Peninsula Northern Neck Community Services Board, Anne Allen – New Day Counseling, Bill Williams – Pathways Counseling Services, Patrizia Nesbitt, Stephanie Nesbitt, and Kim Turner – SOLA, Inc., Mary Forrest, Rick Briggs, Linda Briggs, and Stacy Hardcastle – The Brambles, Kim Snider and Pam Golas – Wall Residences. Hillary Zaneveld, Human Rights Advocate and Gail Slaughter, LHRC Administrative Support, were also in attendance.

**Open Forum**

There were no items discussed in the Open Forum.

**Approval of Minutes**

Ms. Powell moved that the minutes from the April 23, 2012 meeting be approved. Ms. Wyatt seconded the motion which passed unanimously.

**Program Presentation**

Mr. Briggs, Director of The Brambles Day Support Program, said that The Brambles has been in operation for ten years. The Day Support Program serves 29 individuals. The individuals go on many outings and are exposed to a variety of activities.

**New Business**

Ms. Wyatt volunteered to serve as Secretary of the MPNN LHRC. Committee members unanimously agreed with Ms. Wyatt filling this office.

Ms. Hardcastle requested a change to The Brambles policies and procedures. Ms. Zaneveld asked if they were requesting a change to their Behavior Management Policies and Procedures or their Human Rights Policies and Procedures. Ms. Hardcastle stated that the change would be to their Human Rights Policies and Procedures. Ms. Zaneveld said that changes to Human Rights Policies are not brought before the LHRC. Only Behavior Management Policies and Procedures are brought before the LHRC. Ms. Hardcastle requested that approval to change The Brambles Behavior Management

Policies and Procedures be added to the October 22, 2012 LHRC meeting agenda, if necessary.

Wall Residences requested affiliation for two additional sponsored residential services. Ms. Zaneveld explained that they did not need to request affiliation, as they were just adding locations to an existing license, therefore, this did not need to be an agenda item. This information can be included in their quarterly report.

The Middle Peninsula Northern Neck Community Services Board notified the LHRC of their Licensing application to expand capacity at Middlesex House. Ms. Zaneveld explained that this information also only needed to be included on the quarterly report.

Ms. Slaughter asked what the process was for providers placing an item on the agenda. Ms. Zaneveld said that the providers were to contact the Chair and request that their item be placed on the agenda. The Chair is to let Ms. Slaughter know what should be placed on the agenda. Ms. Coates said that she preferred email for communication purposes and that providers email all information and requests to both herself and Ms. Slaughter at the same time. Ms. Coates reminded the providers that quarterly reports are to be emailed to members two weeks prior to the meeting. Ms. Coates reminded everyone that no confidential data should be included in any emails.

### **Event Report Statistics**

**Bridges of RGH – Structured Outpatient** – Ms. Neblitt presented the Quarterly Report data for Bridges of RGH.

**Bridges Inpatient** – Mr. Gronewald presented the Quarterly Report data for Bridges Inpatient. Ms. Zaneveld said that incidents of seclusion or restraint are not reported to the LHRC unless there was a complaint or a report of possible abuse or neglect. Ms. Coates said that the Quarterly Reporting form was not designed to have details listed. Providers can type “see attached” on the form, and then attach a separate document of details (no confidential information). Mr. Gronewald said that they will be using a video from the American Psychiatric Nurses Association to train nurses to do one hour authorizations. Ms. Zaneveld said to make sure this was in line with Human Rights Regulations and policies.

Ms. Zaneveld asked Providers to also email her their quarterly reports.

**Heart Havens** – Ms. McDowell presented Heart Havens Quarterly Report data. She said that after Sunday, Ms. Lanette Wood would not be their LHRC Liaison. Heart Havens is closing their Goochland program. Another provider is taking over this program.

**Middle Peninsula Northern Neck Community Services Board** – Ms. Brown presented the Quarterly Report data for the MPNN CSB. She said that the CSB notified Ms. Trestrail and Mr. Saltzberg, Director of the Office of Licensing, of our request to expand capacity at Middlesex House by adding one bed to the existing five beds. Ms. Brown

said that approval had been received from the Office of Licensing. Ms. Zaneveld noted that since this occurred after the current quarter ended, this information (that approval was received), will need to be reported next quarter. Ms. Brown reported that there had been one discharge follow up visit (after an individual was discharged from a training center). There was no corrective action.

**SOLA, Inc.** - Ms. Turner presented the Quarterly Report data for SOLA, Inc. SOLA, Inc. was visited by Licensure. Ms. Turner will provide information about this visit in Closed Session.

**The Brambles** – Ms. Hardcastle presented the Quarterly Report data for The Brambles. She noted that they continue to proceed with the opening of the new home. The tentative opening date is August 10<sup>th</sup>.

**Wall Residences** – Ms. Golas presented the Quarterly Report data for Wall Residences. She reported that approval was received to add two new sponsored residential services.

**Brothers' Keeper** – Mr. Banks presented the Quarterly Report data for Brothers' Keeper. He noted that a program was added in a different region.

**New Day Counseling** – Ms. Allen presented the Quarterly Report data for New Day Counseling. She noted that she was waiting for the Licensing Specialist to visit.

**Empowering Youth for Positive Change** – Mr. Simon presented the Quarterly Report data for the previous and current reporting period. He noted that in May, Empowering Youth opened a new office in Richmond.

**Pathways Counseling** - Mr. Williams presented the Quarterly Report data for Pathways Counseling. He said that he would be assigned a licensing specialist in the next two to three weeks.

#### **Old Business**

There was no old business.

#### **Advocate's Report**

Ms. Zaneveld asked to be included on all emails when providers send their quarterly reports and on matters related to the LHRC.

Ms. Zaneveld handed out a list of programs, and asked everyone to verify that their information was correct. She also distributed a copy of the memo from Les Saltzberg, Director of the Office of Licensing, and Margaret Walsh, Director of the Office of Human Rights, regarding the process for providers seeking DBHDS approval for the addition of a new location of a licensed service in the same region.

Ms. Zaneveld reported that all providers should have been notified that only Central Office is to be sent serious injury and death reports. This information is not reported to

the Office of Human Rights, unless an injury or death occurred as the result of neglect, etc. She gave providers the reporting form for this information.

Ms. Zaneveld distributed recommendations of what should be included in an internal investigation report of abuse and or a complaint.

On the Quarterly Reporting Form, the last question is regarding an individual's service plan. Ms. Zaneveld said that in order to have a plan, it has to go before the LHRC.

Ms. Zaneveld stated that the use of "NA" was not appropriate on the reporting forms as all items are applicable. The response should be "zero" or "none" if that item did not occur during the quarter.

Regarding the question on the Quarterly Reporting Form that asks for actions taken to meet the provider's requirement under section 12 CAC 35-115-250 (A) related to support of the LHRC, Ms. Zaneveld said that providers who host a meeting can state that under this section.

### **Executive Session**

On the motion of Ms. Henderson, seconded by Ms. Powell, the LHRC voted to go into Executive Session pursuant to VA Code 2.2-3711 – A for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of hearing from the Middle Peninsula Northern Neck Community Services Board, SOLA, Inc., The Brambles, and Wall Residences for the review of patient information pursuant to the regulations.

Ms. Wyatt moved that the Committee return to public session. Ms. Henderson seconded the motion which passed unanimously. Each member of the Committee certified that to the best of each member's knowledge, only private business matters identified in the motion to convene the Executive Session were discussed in Executive Session.

**Adjourn** – There being no further business, the meeting adjourned.

Respectfully Submitted,  
Gail Slaughter  
LHRC Administrative Support Liaison